

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 21-404  
AIR EDUCATION AND TRAINING COMMAND  
Supplement 1  
20 NOVEMBER 2001**

**Maintenance**

**DEVELOPING AND MAINTAINING  
COMMUNICATIONS AND INFORMATION  
SYSTEMS INSTALLATION RECORDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 21-404, 1 August 2000, is supplemented as follows:**

This publication does not apply to Air National Guard and Air Force Reserve Command units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

**SUMMARY OF REVISIONS**

This revision adds guidance on protecting and marking unclassified information (paragraph 2.4.1.) and realigns paragraph numbers with the current basic publication. A bar ( | ) indicates revision from the previous edition.

2.3. Send requests for communications and information systems installation records (CSIR) waiver requirements to HQ AETC, Directorate of Communications and Information, Plans Division, Programs Branch (HQ AETC/SCXX).

| 2.4.1. In cases where information is not classified, **protect and mark** it as FOR OFFICIAL USE ONLY (FOUO), in accordance with DoD 5400.7-R/AFSUP, *DoD Freedom of Information Act (FOIA) Program*.

3.3.7. Base CSIR managers will establish an annual work center CSIR review schedule. Each respective flight commander will endorse a memorandum acknowledging annual review of drawings reflected on the drawing record index. The flight commander will then forward the memorandum to the plans and implementation flight for file.

A2.2.1.4. (Added) Other documentation deemed necessary by the communications and information systems officer (CSO).

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